## **Starting Property Data Entry**

Property data entry can be initiated several different ways in ACRES. The instructions provided below are divided by accessing property records through the My Cooperative Agreements tab or the My Projects tab on your ACRES Home screen.

First, open your Internet browser to the following URL: <a href="https://cfext.epa.gov/acres/index.cfm">https://cfext.epa.gov/acres/index.cfm</a>. Enter the User Name and Password you set during the EPA registration process, and click the "Log In" button. The ACRES Home page will display.

## My Projects Tab

Under the My Projects tab on your Home screen, there are two subtabs: Open Work Packages and All My Projects. The Open Work Packages tab displays any work packages that you currently own for editing. The All My Projects tab displays any project that is associated with your user account (for example, properties for which you have previously submitted work packages).

- 1. To start a new work package for a property that is already associated with your user account:
  - a. Click the All My Projects tab,
  - **b.** Locate the property in the list and
  - **c.** Click the "Enter Data" link under the Action column to the right. This will open the data entry screens (Property Profile Form) for the Property Work Package.

Note that the work package will now also appear under the Open Work Packages tab until the work package is completed, submitted for review, and approved.



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2. To resume data entry on an existing Property Work Package, locate the property in the list on the Open Work Packages tab and click the "Enter Data" link under the Action column to the right. This will open the data entry screens for the Property Work Package.



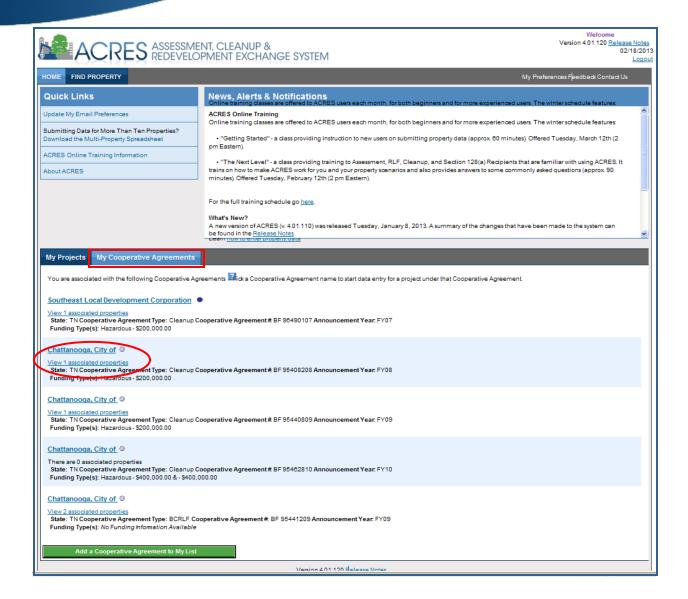
## My Cooperative Agreements Tab

The My Cooperative Agreements tab on your Home screen provides the list of all Cooperative Agreements (CAs) that are associated with your user account.

1. Click the name of the CA to bring up the Cooperative Agreement Home screen, or click the <u>View [#]</u> associated properties link under the name of the CA to go directly to the list of properties associated with the CA.

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- 2. If the CA you are looking for is not listed in the My Cooperative Agreements section of your Home screen:
  - **a.** Click the "Add a Cooperative Agreement to My List" button at the bottom of your Home screen.

Add a Cooperative Agreement to My List

**b.** Enter the eight-digit CA number, excluding prefixes and amendments, and choose the appropriate state from the drop down menu. Click the "Next" button.



**c.** A confirmation screen is displayed. Verify that the correct Cooperative Agreement record was identified and click the "Confirm Cooperative Agreement" button. If the CA displayed is not correct, click the "Change Cooperative Agreement" link and return to Step a.



**3.** From the CA Home page, locate the property name in the list under the Properties Addressed by This Cooperative Agreement section and click the "Enter Data" link in the Actions column. This will open the screens for entering property data.



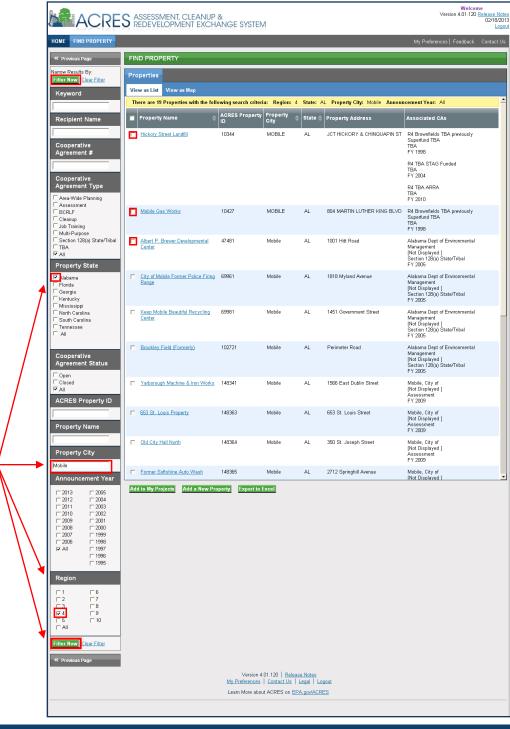
**a.** If the property is not already listed, click the "Add property to this Cooperative Agreement" button below the list of properties.



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**b.** Use the Find Property function to see if a property already exists in ACRES. Enter the search criteria for the property and click the "Filter Now" button. The search criteria are entered along the left side of the screen. You can also view your results as a map by clicking the "View as Map" tab at the top of the list.

<u>Important:</u> It is best to search as broadly as possible at first—such as entering only the Region, Grant State, and Property City—to make sure that the property does not already have a record in the system before creating a new property record.



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- **c.** If you identify an existing record for the property, select it by checking the box to the left of the property name and click the "Add Selected Properties to [*CA Name*]" button at the bottom of the screen to associate the property record with your CA. You may associate multiple property records to a CA at a time by selecting them in the search results.
- **d.** If you do not identify an existing property record, click the "Add a New Property" button at the bottom of the screen. This will open the Add New Property screen where you can enter the information about the property required to start a new property record.
  - i. To enter additional property data, click the "Save & Continue Entering Data" button at the bottom of the screen.
  - ii. To save the property record with only the required fields, click the "Save & Return to Home" button of the screen.
  - iii. To cancel the new property record, click the "Cancel" button at the bottom of the screen.

ACRES HELP DESK acres\_help@epa.gov or 703-284-8212 M-F, 9am-5pm EST